

**MUSEUMS**  
**DEPARTMENT 16**  
**SUMMARY OF APPROPRIATION**  
**Fiscal Year 2002 - 2003**

**ADMINISTERED BY:      DIRECTOR OF MUSEUMS**

| <b>FUNDS</b>          | <b>2001-2002</b> |                     | <b>2002-2003</b>  |                     |
|-----------------------|------------------|---------------------|-------------------|---------------------|
|                       | Actual           | Alloc.<br>Positions | Adopted<br>Budget | Alloc.<br>Positions |
| <b>GENERAL FUND</b>   |                  |                     |                   |                     |
| 74300 Museum          | \$ 503,296       | 7                   | \$ 592,444        | 7                   |
| Subtotal General Fund | \$ 503,296       | 7                   | \$ 592,444        | 7                   |
| <b>TOTAL</b>          | \$ 503,296       | 7                   | \$ 592,444        | 7                   |

## MUSEUMS

GENERAL FUND 100 — 74300  
Jerry Rouillard, Museums Director

| Budget Category      | Actual<br>2000-01 | Actual<br>2001-02 | Department<br>Requested<br>2002-03 | CEO Rec<br>2002-03 | Rec<br>Change<br>% | BOS<br>Adopted<br>2002-03 |
|----------------------|-------------------|-------------------|------------------------------------|--------------------|--------------------|---------------------------|
| Salaries & Benefits  | \$ 363,276        | \$ 391,363        | \$ 457,359                         | \$ 460,736         | 18%                | \$ 460,736                |
| Services & Supplies  | \$ 98,850         | \$ 107,024        | \$ 137,198                         | \$ 128,155         | 20%                | \$ 128,155                |
| Other Charges        | \$ -              | \$ -              | \$ -                               | \$ -               | 0%                 | \$ -                      |
| Fixed Assets         | \$ -              | \$ -              | \$ -                               | \$ -               | 0%                 | \$ -                      |
| Other Financing Uses | \$ -              | \$ -              | \$ -                               | \$ -               | 0%                 | \$ -                      |
| Chgs from Depts      | \$ 4,154          | \$ 4,909          | \$ 6,553                           | \$ 3,553           | -28%               | \$ 3,553                  |
| Gross Budget         | \$ 466,280        | \$ 503,296        | \$ 601,110                         | \$ 592,444         | 18%                | \$ 592,444                |
| Less: Chrgs to Depts | \$ -              | \$ -              | \$ -                               | \$ -               | 0%                 | \$ -                      |
| Net Budget           | \$ 466,280        | \$ 503,296        | \$ 601,110                         | \$ 592,444         | 18%                | \$ 592,444                |
| Less: Revenues       | \$ (24,543)       | \$ (36,734)       | \$ (36,394)                        | \$ (38,500)        | 5%                 | \$ (38,500)               |
| Net County Cost      | \$ 441,737        | \$ 466,562        | \$ 564,716                         | \$ 553,944         | 19%                | \$ 553,944                |
| Alloc. Positions     | 7                 | 7                 | 7                                  | 7                  | 0%                 | 7                         |

### Mission and Major Programs

To serve the public and promote community involvement through heritage education programs, preservation of historic artifacts, preservation of the County's rich historic and cultural legacy, and by adding to the understanding of Placer County, its people, places, and events.

To accomplish this mission, the department has identified the following major program service efforts, related costs and number of allocated positions:

| MAJOR PROGRAM<br>SERVICE EFFORT                                  | 2001-02<br>APPROP. | ALLOC<br>POS. | 2002-03<br>REQ. BGT. | REQ.<br>POS. | REQ. \$<br>CHANGE | REQ.<br>POS. CHG. |
|--|--------------------|---------------|----------------------|--------------|-------------------|-------------------|
| 1. Present Historical Exhibits to the Public                     | \$138,999          | 1.75          | \$149,890            | 1.75         | \$10,891          | 0.00              |
| 2. Collect, Manage and Preserve Historical Artifacts             | 131,335            | 1.75          | 144,207              | 1.75         | 12,872            | 0.00              |
| 3. Provide Heritage Education and Historic Preservation Programs | 144,690            | 1.75          | 158,967              | 1.75         | 14,277            | 0.00              |
| 4. Archives Management   | 135,030            | 1.75          | 148,045              | 1.75         | 13,015            | 0.00              |
| <b>GROSS BUDGET TOTAL</b>  | <b>\$550,055</b>   | <b>7.00</b>   | <b>\$601,110</b>     | <b>7.00</b>  | <b>\$51,055</b>   | <b>0.00</b>       |

**MUSEUMS 100 - 74300****Fiscal and Policy Issues**

Included in the proposed budget is an Archaeological Curation Program that will provide artifact curation services for a fee. The Museum's director plans to present a program proposal to the Board of Supervisors in the near future and, pending Board approval, will implement this program in FY 2002-03.

**Performance Indicators & Measures**

| MAJ. PGM. NO. | WORKLOAD/PERFORMANCE INDICATOR & MEASURE       | UNIT OF MEAS. | 2000-01 PR. YR. ACTUAL | 2001-02 CURR. YR. EST. | 2002-03 REQ. BGT. EST. | 2002-03 REQ. BGT. \$'S | 2002-03 REQ. POSIT. |
|---------------|--|---------------|------------------------|------------------------|------------------------|------------------------|---------------------|
| 1.            | Visitor Participation Hours at the six museums | QNTY          | 17,429                 | 17,944                 | 18,444                 | \$89,934               | 1.14                |
|               | Cost per Visitor Participation Hour            | Dollars       | \$4.51                 | \$4.65                 | \$4.88                 |                        |                     |
| 2.            | Artifacts Managed                              | QNTY          | 30,214                 | 30,263                 | 50,472                 | \$50,472               | 0.61                |
|               | Cost per Artifact                              | Dollars       | \$1.67                 | \$1.52                 | \$1.00                 |                        |                     |
| 3.            | Heritage Education participation hours         | QNTY          | 8,190                  | 9,003                  | 9,620                  | \$79,484               | 0.88                |
|               | Cost per Heritage Education Participation Hour | Dollars       | \$7.80                 | \$8.04                 | \$8.26                 |                        |                     |
| 4.            | Archival Documents Managed                     | QNTY          | 32,391                 | 33,086                 | 33,586                 | \$44,413               | 0.53                |
|               | Cost per Archival Document                     | Dollars       | \$1.18                 | \$1.22                 | \$1.32                 |                        |                     |

**Recommended Expenditures**

Recommended expenditures have increased primarily due to salary and benefit cost-of-living and merit adjustments that were approved in FY 2001-02. In February 2002, the Civil Service Commission approved the reclassification of an administrative museum curator position to museum program manager, which increased compensation and management benefits. Expenditures for services and supplies have decreased slightly, primarily due to a reduction in professional/special services purchased.

**Recommended Cost Transfers and Revenues**

The department receives revenue from museum donations (\$6,000), copy fees for archival documents (\$1,000), a pro-rata share of the Museum gift shop revenues (\$3,500) and other revenue (\$13,000). In addition, this department receives funding from the Administrative Services Department, Records Management for the County Archives Program oversight (\$15,000). In FY 2001-02, the Board of Supervisors approved suspension of museum fees in celebration of the County's 150<sup>th</sup> Anniversary and, as a result of this suspension, visitor donations increased significantly. The Museum's director plans to recommend that the Board of Supervisors continue this suspension of fees for FY 2002-03, as the loss of that revenue should continue to be completely offset by increases in other revenue sources, including visitor donations.

**Departmental Concurrence or Appeal**

The Museum Director concurs with the recommended budget.

**Final Budget Changes from the Proposed Budget**

None.

# Placer County Museum

## General Fund

Fund: 100

Subfund: 0

Appropriation: 74300

| Budget<br>Category<br>(1)                   | Actual<br>2000-01<br>(2) | Actual<br>2001-02<br>(3) | Dept Req<br>2002-03<br>(4) | CEO Rec<br>2002-03<br>(5) | BOS<br>Adopted<br>2002-03<br>(6) |
|---|--------------------------|--------------------------|----------------------------|---------------------------|----------------------------------|
| Salaries & Benefits                         |                          |                          |                            |                           |                                  |
| 1001 Employee Paid Sick Leave               | 622                      | 2,239                    | 2,638                      | 2,638                     | 2,638                            |
| 1002 Salaries and Wages                     | 260,143                  | 273,802                  | 290,884                    | 303,786                   | 303,786                          |
| 1003 Extra Help                             | 25,289                   | 31,464                   | 53,099                     | 43,070                    | 43,070                           |
| 1005 Overtime & Call Back                   | 627                      | 2,567                    | 4,434                      | 2,000                     | 2,000                            |
| 1300 P.E.R.S.                               | 17,843                   | 18,337                   | 25,750                     | 26,746                    | 26,746                           |
| 1301 F.I.C.A.                               | 21,166                   | 22,808                   | 26,811                     | 26,889                    | 26,889                           |
| 1310 Employee Group Ins                     | 33,515                   | 36,086                   | 47,189                     | 49,034                    | 49,034                           |
| 1315 Workers Comp Insurance                 | 4,071                    | 4,060                    | 6,554                      | 6,573                     | 6,573                            |
| Total Salaries & Benefits                   | 363,276                  | 391,363                  | 457,359                    | 460,736                   | 460,736                          |
| Services & Supplies                         |                          |                          |                            |                           |                                  |
| 2051 Communications - Telephone             | 12,334                   | 13,246                   | 16,290                     | 14,042                    | 14,042                           |
| 2290 Maintenance - Equipment                | 131                      | 60                       | 202                        | 202                       | 202                              |
| 2291 Maintenance - Computer Equip           |                          |                          | 2,265                      | 2,265                     | 2,265                            |
| 2405 Materials - Bldgs & Impr               | 5,509                    | 14,056                   | 7,785                      | 7,500                     | 7,500                            |
| 2439 Membership/Dues                        | 768                      | 779                      | 1,000                      | 800                       | 800                              |
| 2481 PC Acquisition                         |                          |                          | 2,350                      |                           |                                  |
| 2511 Printing                               | 4,995                    | 6,061                    | 9,468                      | 8,968                     | 8,968                            |
| 2522 Other Supplies                         | 2,941                    |                          | 1,720                      | 1,720                     | 1,720                            |
| 2523 Office Supplies & Exp                  | 7,512                    | 9,368                    | 4,380                      | 4,380                     | 4,380                            |
| 2524 Postage                                | 3,830                    | 4,210                    | 4,078                      | 3,950                     | 3,950                            |
| 2555 Prof/Spec Svcs - Purchased             | 5,685                    | 452                      | 11,583                     | 11,583                    | 11,583                           |
| 2709 Rents & Leases - Computer SW           | 1,911                    | 1,991                    | 1,850                      | 1,850                     | 1,850                            |
| 2710 Rents & Leases - Equipment             |                          | 2,290                    | 1,267                      | 4,400                     | 4,400                            |
| 2727 Rents & Leases - Bldgs & Impr          | 25,114                   | 24,560                   | 31,763                     | 30,563                    | 30,563                           |
| 2838 Special Dept Expense-1099 Reportable   |                          | 810                      |                            |                           |                                  |
| 2840 Special Dept Expense                   | 19,294                   | 23,296                   | 31,678                     | 26,413                    | 26,413                           |
| 2844 Training                               | 1,658                    | 620                      | 2,400                      | 2,400                     | 2,400                            |
| 2931 Travel & Transportation                | 3,491                    | 3,052                    | 2,866                      | 2,866                     | 2,866                            |
| 2939 Commission Reimbursements              | 99                       |                          |                            |                           |                                  |
| 2941 County Vehicle Mileage                 | 472                      | 482                      | 700                        | 700                       | 700                              |
| 2965 Utilities                              | 3,106                    | 1,691                    | 3,553                      | 3,553                     | 3,553                            |
| Total Services & Supplies                   | 98,850                   | 107,024                  | 137,198                    | 128,155                   | 128,155                          |
| Charges From Departments                    |                          |                          |                            |                           |                                  |
| 5405 I/T Maintenance - Bldgs & Improvements | 4,079                    | 4,143                    | 6,553                      | 3,553                     | 3,553                            |
| 5555 I/T Prof/Special Services - Purchased  |                          | 36                       |                            |                           |                                  |
| 5556 I/T - Professional Services            |                          | 608                      |                            |                           |                                  |
| 5840 I/T Special Dept Expense               |                          | 72                       |                            |                           |                                  |
| 5844 I/T Training                           | 75                       | 50                       |                            |                           |                                  |
| Total Charges From Departments              | 4,154                    | 4,909                    | 6,553                      | 3,553                     | 3,553                            |
| Gross Budget                                | 466,280                  | 503,296                  | 601,110                    | 592,444                   | 592,444                          |
| Net Budget                                  | 466,280                  | 503,296                  | 601,110                    | 592,444                   | 592,444                          |

# Placer County Museum

## General Fund

Fund: 100

Subfund: 0

Appropriation: 74300

| Budget<br>Category<br>(1)                 | Actual<br>2000-01<br>(2) | Actual<br>2001-02<br>(3) | Dept Req<br>2002-03<br>(4) | CEO Rec<br>2002-03<br>(5) | BOS<br>Adopted<br>2002-03<br>(6) |
|---|--------------------------|--------------------------|----------------------------|---------------------------|----------------------------------|
| Less: Revenues                            |                          |                          |                            |                           |                                  |
| 6965 Rents & Concessions                  |                          |                          |                            | (2,000)                   | (2,000)                          |
| 7234 State Aid - Mandated Costs           |                          | (1,688)                  |                            |                           |                                  |
| 8202 Historic Materials Reproduction Fees |                          | (96)                     |                            |                           |                                  |
| 8204 Archives Donations                   |                          | (13)                     |                            |                           |                                  |
| 8205 Museum Donations                     |                          | (6,185)                  | (5,694)                    | (6,000)                   | (6,000)                          |
| 8206 Gift Shop Revenues                   |                          |                          | (3,500)                    | (3,500)                   | (3,500)                          |
| 8208 Park & Recreation Services           | (2,863)                  |                          |                            |                           |                                  |
| 8279 Living History Program Fees          | (3,524)                  | (6,344)                  | (8,000)                    | (8,000)                   | (8,000)                          |
| 8290 Archaeological Curation-Fees         |                          |                          | (3,000)                    | (3,000)                   | (3,000)                          |
| 8342 Archives Revenue                     | (1,260)                  | (593)                    | (1,200)                    | (1,000)                   | (1,000)                          |
| 8343 Gold Panning Revenue                 |                          | (893)                    |                            |                           |                                  |
| 8764 Miscellaneous Revenues               | (6,896)                  | (5,699)                  |                            |                           |                                  |
| 8954 Operating Transfers In               | (10,000)                 | (15,223)                 | (15,000)                   | (15,000)                  | (15,000)                         |
| Total Revenues                            | (24,543)                 | (36,734)                 | (36,394)                   | (38,500)                  | (38,500)                         |
| Net County Cost                           | 441,737                  | 466,562                  | 564,716                    | 553,944                   | 553,944                          |